Rita & Truett
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Word 3

Working with Styles

There are several ways to create documents. You can just start typing and format each heading and line as you type, or you can use a style sheet to select preset styles. The first option is workable, and often produces a beautiful document, but it hampers other features of Word. Using styles correctly allows you to more easily use the advanced features in Word, such as Tables of Contents, Indexing, Web Page creation and navigation panes.

Using the Format painter

When you bring text from a different document into the document you are working on, it most often is formatted differently and looks different in the new document. To correct the formatting, do the following:

What to Do
1. Highlight the line just before the new pasted information and click on the Format Painter. A paint brush will display where the cursor was.
2. Now, with the paint brush, highlight the new section of type. Word applies the format of the current document to the newly inserted material.

Using Find

What to Do
1. Go to page one of your document and click on the **Find** button Find. The Navigation pane will open at the left hand side of your document window.
2. Type in the word for which you are looking and Word automatically highlights the word in the document.

Using Find and Replace

What to Do
1. Go to page one of your document and click on the **Replace** button Replace. The Find and Replace window displays.
2. Type in the word for which you are looking in the “Find What:” box. Type the replacement word in the “Replace with:” box and select either **Find Next** or **Replace.** In the background window, Word stops the first time it finds the word. You can replace the phrase by selecting **Replace**, or you can skip that word and move to the next by selecting **Find Next**.

Note: Using **Replace All** can be dangerous, especially if the word you are searching for is found within another word. For example, searching for “to”, will also find “towards” and “touch”. If you only want “to” to show up, you would want to enter “to “ (with a space) and that would at least pull out the word combinations that include “to” in them.

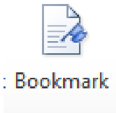
Creating Hyperlinks

Many times, when you are working with a document, you might want to link it to a corresponding web page. Word makes connecting documents easy. For this example, I am going to create a hyperlink between this document and a You Tube video on creating hyperlinks in Word.

What to Do
1. Find the web page that you want to connect the document to. In the address bar, copy the hyperlink address using Control/C.
2. Highlight the phrase to which you want to link the web address and then select the **Hyperlink** button from the **Insert Tab**. The Hyperlink dialog box displays.
3. Paste the You Tube address in the Address: box and click **OK**. The video should now open in a separate window when you **control/click** on the phrase.

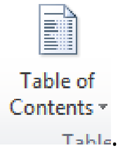
Email addresses are automatically created as hyperlinks when they are typed into a document. Simply type in the email address and when you space at the end it will link to that address.

Sometimes you might want to create a link to another area of the same document. To do this, you do the following procedure:

What to Do
1. Highlight the text or the image that you want to use as the destination for the hyperlink. From the Insert tab, select the Bookmark button . The Bookmark dialog box displays.
2. Type in a unique name for the bookmark and select Add. The selected text is now named and bookmarked.
3. Now, highlight the phrase which you want to hyperlink to the bookmark and then select the **Hyperlink** button from the **Insert Tab**. The Hyperlink Dialog Box displays.
4. Click on the Bookmark button. A list of bookmarks displays.
5. Select the bookmark you created and click **OK**. The hyperlink is created.

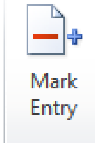
Creating a Table of Contents

The key to creating a good table of contents is to make sure you are creating and using headings properly throughout your document creation process.

What to Do
1. Make sure your cursor is sitting at the point where you want the Table of Contents inserted. From the **References** Tab, select the **Table of Contents** button  The Table of Contents menu options display.
2. Click on **Insert Table of Contents**. The Table of Contents dialog box displays.
3. Click **OK**. The Table of Contents is added to your document.

Creating an Index

A good index is important if you are creating a technical or varied document.

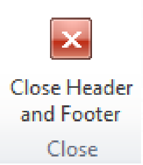
What to Do
1. Go through your document and mark each phrase that you would like to include in your index. To mark the entry, highlight the phrase and from the **Reference** Tab, select **Mark Entry**.  The Mark Entry dialog box displays.
2. On the Main Entry: line, type your index entry as you wish it to display in the index and then select **Mark**. You have several options you may also select. You can cross reference two areas, you can select a page range, rather than the current page, and you can select the form in which the entry displays. This box stays open until you are finished marking all of your index entries. When you are finished, close the dialog box.
1. Place your cursor at the end of your document. Click on **Insert Index.** The Index dialog box displays. You may tailor these options if you choose, but you can use the defaults.
2. Click **OK**. The Index is added to your document at your cursor.

Note: Formatting marks are turned on when you use the index tool to mark entries. These marks show you every character used in creating your document. To turn this formatting off, go to **File>Options>Display>** and uncheck the option that is marked "**Show all Formatting Marks**".

Adding Headers and Footers

You can add a header to each document by selecting **Header** from the **Insert Tab**. A menu drops down with header options. Highlight the one you like best or click on **Edit Header**. The content you type in the header appears on every page. The header dialog box allows you to customize headers so that you can determine exactly what you want on each page. You can have a different header for the first page, different headers on facing pages, etc.

To add a footer to each document, from the **Insert Tab**, select **Footer**. A menu drops down with footer options. Highlight the one you like best or click on **Edit Footer**. Again, you have the ability to customize your footers. The easiest footer to add is page numbers. There is a separate button for adding page numbers to a document, and the ability to determine where you want the page numbers to be displayed.

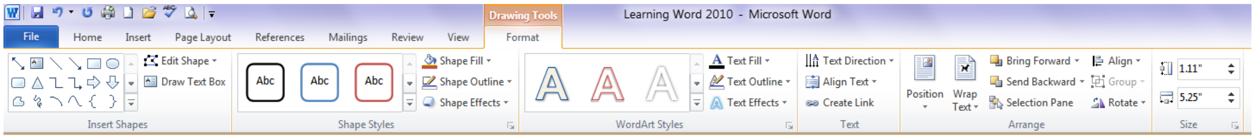
Once you are in the header and footer sections of the document, you will not be able to return to the document until you close your use of headers and footers. To do so, you may click on the **Escape** key, or the **Close Header and Footer** button .

Close Header
and Footer
Close

Fun with Word Art

FUN WITH WORD ART

Clicking on Word Art brings up a text box. Type in your phrase. You will note that the menu on the top changes to the Drawing Tools Format Tab on the ribbon.

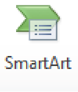


Drawing Tools
Learning Word 2010 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Edit Shape
Draw Text Box
Insert Shapes
Abc
Abc
Abc
Shape Fill
Shape Outline
Shape Effects
Shape Styles
Text Fill
Text Outline
Text Effects
WordArt Styles
Text Direction
Align Text
Create Link
Text
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
1.11"
5.25"
Size

From this menu, you can do the following options:

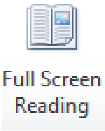
- Insert Shapes: Add shapes by selecting the shape and clicking on the document to show where you want it to drop.
- Shape Styles: Change the colors and shapes of the selected shape
- Word Art Styles: Change the type of artwork displayed, along with the color, the outline, and the fill.
- Text: Text orientation can be changed with this option. You can also create links through this menu group.
- Arrange: Shapes are moved and aligned with these buttons.
- Size: Exact size can be created using different measurements.

Inserting SmartArt

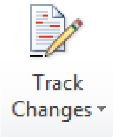
What to Do
1. Make sure your cursor is sitting at the point where you want the Smart Art inserted. From the **Insert** Tab, select the **SmartArt** button . The SmartArt Dialog box displays.
2. Select the SmartArt you desire by clicking on it and then clicking **OK**. The SmartArt is dropped into your document at your cursor point. Text is typed in the left-hand pane.

Reviewing Documents

One of the nice options in Word is the ability for two or more people to make comments and edit documents. Word keeps track of these comments and it is easy to incorporate the comments into the final version.

What to Do
1. Open the document that you want to read. The document window displays.
2. On the **View** Tab, in the **Document Views** group, click on **Full Screen Reading.**  The document displays without the ribbon. To move from page to page, do one of the following: • Click the arrows in the corners of the pages. • Click the navigation arrows in the top center of the screen. • Use the cursor hand which appears when the cursor is placed in the left or right center margin. TIP: Click on **View Options** and the **Show Two Pages** to view two pages or screens at a time.

Tracking Changes in Documents

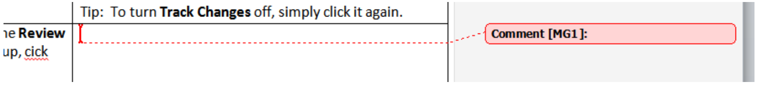
What to Do
1. Open the document that you want to track. The document window displays.
2. On the **Review** Tab, in the **Tracking** group, click **Track Changes**.  You are now able to start tracking any changes to the document. You can tell that Word is capturing this information because the **Track Changes** button is now highlighted. • When you insert text, it will be inserted Red with an underline. • If test is removed, it will be noted off to the side.

- To accept or reject these changes, either right-click on the change and say accept or reject, or put your cursor in the change and click on the accept/reject buttons on the tool bar.

Tip: To turn **Track Changes** off, simply click it again.

3. To insert a comment, on the **Review** Tab, in the **Comments** group, click on **New Comment**

New Comment. The following displays:



e **Review**
up, cick

Tip: To turn **Track Changes** off, simply click it again.

Comment [MG1]:

To delete the comment, click on it, then right-click and select **Delete Comment**.

Using Mail Merge

Mail merge is the easy way to create a set of documents, using a personalized file that customizes each document. For example, you might wish to send out the same letter content to a dozen different people, but personalize each letter with the recipient's name and address. To do this in Word, you create the base letter with fields for each personalized piece of information, and then create a second document with a list of all of the information that will go into each field.

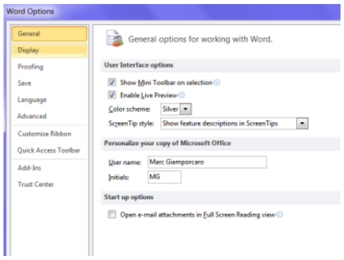
This isn't a difficult process, but it is complicated and unless you do it often, it is generally best to review the process before each attempt. I suggest using the Mail Merge wizard to assist you, as it walks you through the process.

Here are the basic steps:

1. Create a new Document.
2. From the **Mailings** Tab and the **Start Mail Merge** group, click on **Start Mail Merge**.
3. Select **Step by Step Mail Merge Wizard**.
4. Follow the steps that are listed on the right pane to create a base document, a list of people and addresses, and to create the merged documents in a separate file.

Viewing Special Options

On the **File** Tab, at the bottom of the menu, there is an **Options** selection. Click on that and the following will display:



General options for working with Word.

User Interface options

☑ Show Mini Toolbar on selection
☑ Enable Live Preview
Color scheme: Silver
ScreenTip style: Show feature descriptions in ScreenTips

Personalize your copy of Microsoft Office

User name: Marc Giamporcaro
Initials: MG

Start up options

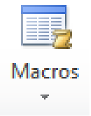
☐ Open e-mail attachments in Full Screen Reading view

Once you are familiar with Word's basic options, there are several hints and tips in this options menu that speeds up your creation of documents, or can help you out in a troublesome area:

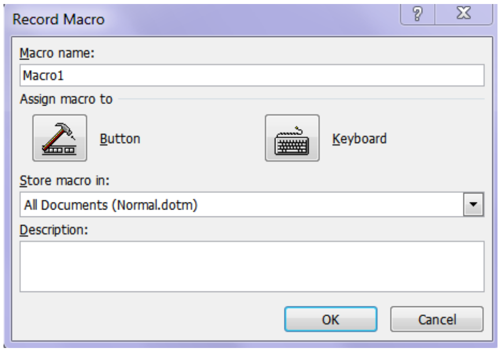
- Under the **Proofing** menu, there is an **Autocorrect Option**. If you are typing the same word or phrase over and over again, add it to the Autocorrect options. By typing in a few characters, Word will replace it with the word or phrase.
- If you can't seem to figure out why a picture isn't going where you want it to go, its anchor is probably in the wrong place. To see where the anchor is, go to the **Display** menu and select **Show all formatting marks.**
- If a word consistently comes up misspelled, you can add it to the **Customer Dictionaries** through the **Edit Word List** function. This is on the **Proofing** menu.
- You can save a headache if you **autosave** your work periodically. If you are working on a critical document, you can change how often Word saves the document through the **Save** menu.

Creating Macros

This is an easy, but enjoyable way to take advantage of Word's powerful options. If you are finding that you are creating a document that uses a certain table or form frequently, you can create a macro. A macro is Word's way of memorizing the keys that you hit and then reproducing those keystrokes at the touch of a button.

To create a Macro, go to the **View** Tab and select the Macro button.  .

Click on **Record a Macro**. The following displays:



Record Macro

Macro name:

Macro1

Assign macro to

Store macro in:

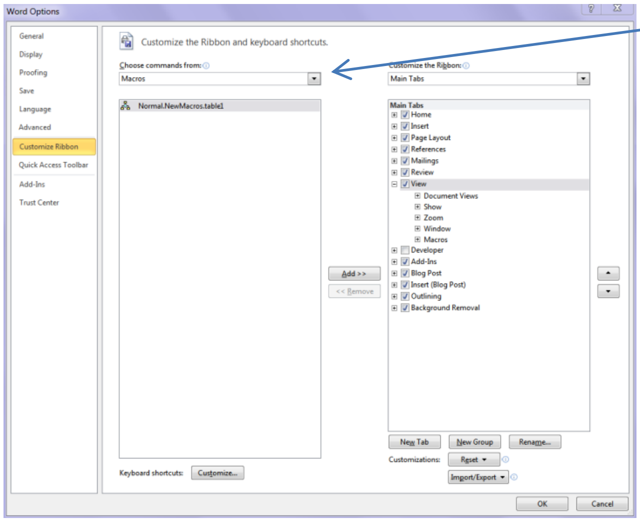
All Documents (Normal.dotm)

Description:

The name of the macro needs to be one word with a number. Be sure to explain fully what you are creating in the description, otherwise you will have a list of macros whose functions are forgotten. Click on **OK**.

Using the mouse and keypad, begin creating your common function. When you are finished, click on Macros, **Stop Recording**.

To recreate your function, go to **View Macros**, and select your macro. It should reproduce your previous work at your cursor. To make it easier, you can go to the **Options** menu, **Customize Ribbon**. and place your new macro on the ribbon, if it is something that you will use often.



Word Options

Customize the Ribbon and keyboard shortcuts.

Choose commands from: Macros

Normal.NewMacros.table1

Customize the Ribbon: Main Tabs

Keyboard shortcuts: Customize...

General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Add >>
<< Remove
Main Tabs
☑ Home
☑ Insert
☑ Page Layout
☑ References
☑ Mailings
☑ Review
☑ View
Document Views
Show
Zoom
Window
Macros
☐ Developer
☑ Add-Ins
☑ Blog Post
☑ Insert (Blog Post)
☑ Outlining
☑ Background Removal
New Tab
New Group
Rename...
Customizations:
Reset
Import/Export
OK
Cancel

To find your macro, you need to use the pull down menu and select macros here. Click on Add and it will be added to the tab you select.

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